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TEACHERS' SALARY AGREEMENT

1971 -- 1972

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CLIFFSIDE PARK BOARD OF EDUCATION
CLIFFSIDE PARK, NEW JERSEY

TEACHERS' SALARY AGREEMENT
1971 - 1972

ARTICLE I - RECOGNITION

Pursuant to Chapter 303 Public Laws of New Jersey, 1968, the Board of Education hereby recognizes the Cliffside Park Education Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certified personnel under contract or on leave, as specified below:

| | | |
|---|------------|--------------------------|
| Teachers | Librarians | Special Subject Teachers |
| Guidance Counselors | Nurses | Special Class Teachers |
| Co-ordinator of Co-operative Industrial Education | | |

Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement, shall refer to all recognized employees represented by the Association in the negotiating unit as above defined.

ARTICLE II - POLICY ON PROFESSIONAL RELATIONS PROCEDURES

I. Basic Principles

- A. A "Grievance" is a complaint by an employee of the Cliffside Park School System that there has been to him a personal loss, injury or inconvenience because of a violation, misinterpretation, or inequitable application of an established policy governing employees, or agreement with the recognized professional organization, except that the term "grievance" shall not apply to (1) a complaint of a non-tenure teacher which arises by reason of his not being re-employed, or (2) a complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required. A grievance to be considered under this procedure must be initiated by the employee within thirty (30) days of its occurrence.
- B. A member of the professional staff or the recognized professional association may present, in appeal, through administrative channels, grievances affecting them, free from restraint, interference, coercion, discrimination or reprisal.
- C. At each step in the grievance appeal process, the responsible person in authority hearing the grievance is to apply all possible measures to adjust the grievance professionally and with complete fairness. Proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure and consistent with prescribed procedures.
- D. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administrative staff and having the grievance adjusted without intervention of the recognized professional organization.

Professional Relations Procedures -- continued

- E. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement. If a grievance appeal is filed at such time that it cannot be processed through all of the prescribed steps by the end of the school year, and if left unresolved until the beginning of the following school year, could result in substantial harm to a party in interest, the stipulated time limit shall be reduced so that the grievance procedures may be exhausted prior to the end of the school year or as soon thereafter as practical.

II. Grievance Procedure

- A. If a teacher believes there is a basis for a grievance, he shall first discuss the alleged grievance with his building principal, either personally or accompanied by a representative of the recognized professional organization. If, as a result of the informal discussion with the principal, the grievance still exists, the teacher may invoke formal grievance procedure and present his grievance to the principal on a Teacher Grievance Form*.
- B. The principal shall indicate his disposition of the grievance on the original copy of the Teacher Grievance Form and shall inform the teacher of his decision by memorandum within five (5) days from the date the teacher filed his grievance. (See Appendix for the procedures with respect to the number of copies of the principal's memorandum which must be filed, and their disposition.) The teacher may accept the decision of the principal or he may appeal the decision or the lack of one, to the superintendent of schools. In either case he will notify the principal by memorandum of his decision. (See Appendix for the number of copies of the memorandum and their distribution.) The principal will record the teacher's decision on the original grievance form and request the teacher to sign it.
- C. If the teacher decides to appeal the decision to the superintendent of schools, the principal will forward the original Teacher Grievance Form to the superintendent. The superintendent shall arrive at a decision within ten (10) school days following date of submission of the grievance to him. The superintendent shall record his decision, along with supporting reasons, on the original copy of the Teacher Grievance Form. He shall inform the teacher of his decision by memorandum. (See Appendix for procedures with respect to the number of copies of the superintendent's memorandum which must be prepared and their disposition.) The decision shall state explicitly what action or recommendation the superintendent proposes in order to resolve the problem. The superintendent shall consult, if necessary, with the principal and the teacher involved. If the superintendent

*See Appendix for the number of copies and processing procedures of the Teacher Grievance Form

Professional Relations Procedures -- continued

calls for a meeting of the parties involved, and the teacher feels he may be at a disadvantage in such a conference, he shall be privileged to be accompanied by a representative of the Cliffside Park Education Association, and if necessary and upon request, a later meeting with a representative of the New Jersey Education Association may be arranged.

- D. If the teacher still feels that the problem is unsolved, he may present it to the Cliffside Park Education Association. After a thorough study of the grievance and the decision already rendered, the Cliffside Park Education Association will decide within ten (10) school days following the submission, on the following action:

1. Agree with the decision arrived at by the superintendent and recommend that the grievance be dropped, or
2. Request that the grievance be heard by the Board of Education.

After the teacher has received the decision of the Cliffside Park Education Association, he will notify the superintendent of schools of his decision by memorandum. (See Appendix for procedure with respect to the number of copies of the teacher's memorandum which must be prepared and their disposition.) The superintendent will record the teacher's decision on the original copy of the Teacher Grievance Form.

- E. Nothing in this agreement shall preclude an individual's right to appeal an administrative decision, through normal channels to the Board of Education. If the teacher decides to appeal the decision of the superintendent, the original copy of the Teacher Grievance Form shall be forwarded to the Board of Education by the superintendent. After the Board of Education has rendered its decision, it will so notify the teacher by memorandum including reasons for the action. (See Appendix for procedures, with respect to the number of copies of the memorandum of the Board of Education which must be prepared and their disposition.) The Board of Education will record its decision along with supporting reasons, on the original copy of the Teacher Grievance Form.

- F. If the employee is dissatisfied with the decision of the Board of Education, the following action may be taken:

1. The employee or the teacher's association may request the appointment of a fact finder; such request to be made known to the superintendent no later than two (2) weeks after the written decision of the Board of Education is made known.
2. Such request can be honored only if the grievant or grievants and the organization representing them waive the right, if any, in writing of said grievant or

Professional Relations Procedures -- continued

grievants and the organization representing them to submit the underlying dispute to any other administrative or judicial tribunal until such time as the fact-finders procedures have been completed.

3. Within a ten-day period of time after the fact-finders' recommendations have been received, each party shall arrive at a decision relative to the recommendations of the fact-finder and shall inform the other party of its action in writing.
- G. The following procedure will be used to secure the services of a fact-finder:
1. A formal request will be made to the American Arbitration Association to submit a roster of persons qualified to function as a fact-finder in the dispute.
 2. If a joint request for a fact-finder is not made to the American Arbitration Association within five days of the grievant or the grievants' request, either party may request a roster of persons qualified to function as a fact-finder in the dispute in question.
 3. If the parties are unable to determine a mutually satisfactory fact-finder from the submitted list, either party may request the American Arbitration Association to submit a second roster of names.
 4. If the parties are unable to determine, within ten (10) school days of the initial request for fact-finding, a mutually satisfactory fact-finder from the second submitted list, the American Arbitration Association may be requested by either party to designate a fact-finder.
- H. The fact-finder shall limit himself to the issues submitted to him and shall consider nothing else. The recommendations of the fact-finder shall only be advisory. Only the Board and the aggrieved and his representatives shall be given copies of the fact-finder's report of findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the fact-finding hearings. All findings and recommendations shall be kept confidential until action has been taken in accordance with paragraph IIF 3.
- I. Costs:
1. Each party will bear the total cost incurred by themselves.

Professional Relations Procedures -- continued

2. The fees and expenses of the fact-finder are the only costs which will be shared by the two parties and such costs will be shared equally.
3. If time is lost by any employee due to the fact-finding proceedings necessitating the retention of a substitute, the Board of Education will pay the cost of the substitute. The time lost by the employee may be charged to personal business time.

III. Group Relations

Basically, the group procedures are the same as the individual procedures including the time periods specified above.

IV. Emergency Procedure

Recognizing that emergencies may arise, and that time may not permit the prescribed procedures to operate, the following provision is inserted:

In the event an individual, or group of individuals or the Association as a whole, has a grievance of such nature that time will not permit the prescribed time periods from operating, they may have the procedure expedited if they state, in writing, the nature of the grievance together with explicit reasons why the prescribed procedures must be expedited. The chain of authority shall be the same but each party shall be duty bound to act upon the appeal as quickly as possible.

V. Liaison Committee

The Executive Committee of the Cliffside Park Education Association shall serve as a continuing liaison committee with the Board of Education. This committee shall meet once every other month beginning with the month of October, and more frequently if necessary, unless both parties mutually agree that such a meeting is unnecessary. The board or the committee shall be free to discuss any problem of mutual concern or interest, but may not discuss any grievance currently being considered by a principal or the superintendent of schools, unless all parties concerned concur.

- VI. The original copy of the Teacher Grievance Form of all cases at the principal's and the superintendent's levels are to be filed with the Secretary of the Board of Education in a separate file folder.

1971-1972 Teachers' Salary Agreement -- continued

Article IV - Sabbatical Leave -- continued

Exceptions to this shall be (1) the inability of the teacher to complete the agreement for reasons of health or (2) a waiver of this Agreement by the Board for special circumstances.

ARTICLE V - INSURANCE PROTECTION

As of the beginning of the 1971-1972 school year the Cliffside Park Board of Education shall provide the health care insurance protection designated below:

1. For all personnel covered by this Agreement who remain in the employ of the Board of Education for the full school year, the Board shall make payment of full individual or full family insurance premiums, as appropriate, in the State Health Benefit Plan, for the full twelve (12) month period, commencing July 1st and ending June 30th. Coverage provided by the State Health Benefit Plan includes hospitalization, surgical, Rider J, and Major Medical benefits.
2. If available from the insurance carrier, the Board shall provide to each employee a description of the health care benefits insurance coverage provided under this Article no later than the beginning of the 1971-1972 school year.

ARTICLE VI - DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1971, and shall continue in effect until June 30, 1972.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the _____ day of _____, 19____.

CLIFFSIDE PARK BOARD
OF EDUCATION

CLIFFSIDE PARK EDUCATION
ASSOCIATION

By _____
(President)

By _____
(President)

By _____
(Secretary)

By _____
(Secretary)

A P P E N D I X

TEACHERS' SALARY AGREEMENT, 1971 - 1972

CLIFFSIDE PARK BOARD OF EDUCATION
TEACHERS' SALARY GUIDE
1971 - 1972

| YEARS OF CREDITED SERVICE | AMOUNT OF INCREMENT | CLASS I | CLASS IA | CLASS IB | CLASS IC | CLASS II | CLASS IIA | CLASS IIB | CLASS IIC | CLASS III |
|---------------------------------|---------------------------|------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|
| 0 | 0 | 8,300 | 8,550 | 8,800 | 9,050 | 9,400 | 9,650 | 9,900 | 10,150 | 10,500 |
| 1 | 200 | 8,500 | 8,750 | 9,000 | 9,250 | 9,600 | 9,850 | 10,100 | 10,350 | 10,700 |
| 2 | 300 | 8,800 | 9,050 | 9,300 | 9,550 | 9,900 | 10,150 | 10,400 | 10,650 | 11,000 |
| 3 | 350 | 9,150 | 9,400 | 9,650 | 9,900 | 10,250 | 10,500 | 10,750 | 11,000 | 11,350 |
| 4 | 350 | 9,500 | 9,750 | 10,000 | 10,250 | 10,600 | 10,850 | 11,100 | 11,350 | 11,700 |
| 5 | 350 | 9,850 | 10,100 | 10,350 | 10,600 | 10,950 | 11,200 | 11,450 | 11,700 | 12,050 |
| 6 | 350 | 10,200 | 10,450 | 10,700 | 10,950 | 11,300 | 11,550 | 11,800 | 12,050 | 12,400 |
| 7 | 400 | 10,600 | 10,850 | 11,100 | 11,350 | 11,700 | 11,950 | 12,200 | 12,450 | 12,800 |
| 8 | 400 | 11,000 | 11,250 | 11,500 | 11,750 | 12,100 | 12,350 | 12,600 | 12,850 | 13,200 |
| 9 | 450 | 11,450 | 11,700 | 11,950 | 12,200 | 12,550 | 12,800 | 13,050 | 13,300 | 13,650 |
| 10 | 450 | 11,900 | 12,150 | 12,400 | 12,650 | 13,000 | 13,250 | 13,500 | 13,750 | 14,100 |
| 11 | 500 | 12,400 | 12,650 | 12,900 | 13,150 | 13,500 | 13,750 | 14,000 | 14,250 | 14,600 |
| 12 | 500 | 12,900 | 13,150 | 13,400 | 13,650 | 14,000 | 14,250 | 14,500 | 14,750 | 15,100 |
| 13 | 600 | 13,500 | 13,750 | 14,000 | 14,250 | 14,600 | 14,850 | 15,100 | 15,350 | 15,700 |

Class I - Bachelors Degree or less

Class IA - Bachelors Degree plus 10 Graduate Credits

Class IB - Bachelors Degree plus 20 Graduate Credits

Class IC - Bachelors Degree plus 30 Graduate Credits

Class II - Masters Degree

Class IIA - Masters Degree plus 10 Graduate Credits

Class IIB - Masters Degree plus 20 Graduate Credits

Class IIC - Masters Degree plus 30 Graduate Credits

Class III - Doctorate Degree

Appendix -- continued

Salary of Guidance Counsellors

Salaries for full time guidance counsellors in the high school and middle school shall be the same as for a teacher on the same step and salary classification, plus \$600 per annum.

ADDITIONAL COMPENSATION -- 1971 - 1972

1. Additional Compensation for Heads of Departments

- a. Heads of Departments with seven or more teachers in their Department shall receive \$900 per year in additional compensation.
- b. Heads of Departments with six or less teachers in their Department shall receive \$700 per year in additional compensation.

2. Additional Compensation for Co-Curricular Duties

| | |
|---|-------|
| Director of Yearbook..... | \$500 |
| Coach of Dramatics/Speech..... | 500 |
| Coach of Cheerleaders..... | 500 |
| Director of High School Band..... | 500 |
| Director of Co-Curricular Activities..... | 500 |
| Audio-Visual Aids Coordinator, High School..... | 500 |
| Newspaper Adviser..... | 400 |
| Choral Director..... | 400 |
| High School Student Council Adviser..... | 400 |
| Secretary of Internal Accounts..... | 300 |
| Audio-Visual Coordinator, Middle School..... | 200 |
| Coach of Freshman Cleerleaders..... | 200 |

3. Additional Compensation for Athletic Personnel

| | |
|--------------------------------------|--------|
| Director of Athletics..... | \$1363 |
| Assistant Director of Athletics..... | 1050 |
| Head Football Coach..... | 1250 |
| Assistant Football Coach..... | 825 |
| Freshman Football Coach..... | 725 |
| Head Basketball Coach..... | 1138 |
| Assistant Basketball Coach..... | 725 |
| Freshman Basketball Coach..... | 650 |
| Head Baseball Coach..... | 1025 |
| Assistant Baseball Coach..... | 675 |
| Freshman Baseball Coach..... | 575 |
| Head Wrestling Coach..... | 825 |
| Assistant Wrestling Coach..... | 550 |
| Freshman Wrestling Coach..... | 450 |
| Head Soccer Coach..... | 800 |
| Assistant Soccer Coach..... | 525 |
| Freshman Soccer Coach..... | 450 |
| Head Track Coach..... | 825 |
| Assistant Track Coach..... | 550 |
| Cross Country Coach..... | 663 |
| Bowling Coach..... | 388 |
| Golf Coach..... | 388 |

Appendix -- continued

Procedures in Processing Teacher Grievance Forms

The procedures to be followed in the processing of Teacher Grievance Forms shall be as follows:

- I. When formal grievance procedure is initiated by the teacher (See Section II-A of Article II) the teacher shall prepare a Teacher Grievance Form in five copies which shall be distributed as follows:
 - A. Original to the principal
 - B. One retained by grievant
 - C. One copy to the principal
 - D. One copy to the Cliffside Park Education Association
 - E. One copy to the superintendent of schools
 - II. When the principal has made his decision on the grievance (See Section II-B of Article II) he will record the decision and his reasons for it on the original copy of the Teacher Grievance Form and shall prepare within five days from the date the teacher filed the grievance, a memorandum in four copies, of this decision to be distributed as follows:
 - A. Original to teacher
 - B. One copy retained by principal
 - C. One copy to the Cliffside Park Education Association
 - D. One copy to the superintendent of schools
 - III. When a teacher decides to accept or appeal to the superintendent of schools the principal's decision (See Section II-B of this Article) he will prepare a memorandum in four copies, reporting his action, to be distributed as follows:
 - A. Original to the principal
 - B. One copy retained by the teacher
 - C. One copy to the Cliffside Park Education Association
 - D. One copy to the superintendent of schools
- When the principal receives his copy, he will record the teacher's decision on the original copy of the Teacher Grievance Form and ask the teacher to sign it. The principal will forward the original copy of the Teacher Grievance Form to the superintendent.
- IV. When the superintendent has made his decision (See Section II-C of this Article) he will record his decision on the original copy of the grievance form and his reasons for it, within ten days following the date of submission of the grievance to him. Also, he shall prepare a memorandum, in five copies, of this decision to be distributed as follows:
 - A. Original to the teacher
 - B. One copy to be retained by the superintendent
 - C. One copy to the principal
 - D. One copy to the Cliffside Park Education Association
 - E. One copy to the Board of Education

Appendix -- continued

Procedures in Processing Teacher Grievance Forms -- continued

- V. When the teacher decides to accept or appeal to the board of Education the superintendent's decision (See Section II-B and E of this Article) he will prepare a memorandum in five copies, reporting his action to be distributed as follows:

- A. Original to the superintendent
- B. One copy to be retained by teacher
- C. One copy to principal
- D. One copy to Cliffside Park Education Association
- E. One copy to Board of Education

When the superintendent receives the teacher's memorandum he will record the teacher's decision on the original copy of the Teacher Grievance Form and ask the teacher to sign it. The superintendent will forward the original copy of the Teacher Grievance Form to the Board of Education.

- VI. If the teacher decides to appeal the superintendent's decision to the Board of Education, the Board of Education will record its decision, and reasons for it, on the original copy of the Teacher Grievance Form (See Section II-E of Article II) and shall prepare a memorandum of this decision in five copies to be distributed as follows:

- A. Original to the teacher
- B. One copy to be retained by the Board of Education
- C. One copy to the principal
- D. One copy to the Cliffside Park Education Association
- E. One copy to the superintendent

- VII. When the teacher decides to accept or appeal the decision of the Board of Education and requests a fact-finder (See Section II-F of Article II) he will prepare a memorandum reporting his action in five copies distributed as follows:

- A. Original copy to the Board of Education
- B. One copy retained by the teacher
- C. One copy to principal
- D. One copy to the Cliffside Park Education Association
- E. One copy to the superintendent

When the board of education receives the teacher's decision it will record the teacher's decision on the original copy of the Teacher Grievance Form and request the teacher to sign it.

- VIII. When the grievance is referred to the fact-finder, the Board of Education will record on the original copy of the Teacher Grievance Form the date of referral. A copy of the fact-finder's report shall be attached to the original copy of the Teacher Grievance Form and one copy of the report shall be given to the grievant.

Appendix -- continued

Procedures in Processing Teacher Grievance Forms -- continued

- IX. Whenever a formal grievance is settled at any point below the Board of Education, the original copy of the grievance form shall be forwarded to the Board of Education through channels.
- X. All grievance forms and memoranda shall be kept in a separate grievance file folder in each building marked "Teacher Grievance File."